ISU Staff Council Agenda/Minutes

Focus: External Committees

Date: Tuesday, November 3, 2026

Location: DeGarmo Hall room 551 and Zoom

Format: Adapted from Robert's Rules of Order (Standard Order of Business)

Call to Order

Time: HH:MM AM/PM

Roll Call

Members Present: Kat Arrenholz, George Banks, Rebecca Brown, Lawson Cassels, Amke De Boes, Monica Elkin, Daniel Freburg, Terry Jackson, Zubayer Khaled, Alicia Lage, Lawrence Lair, Dillon Maher, Megan McCann, Derek O'Connell, Stuart Palmer, Calvin Ross, Amy Secretan, Rachel Waring-Sparks, *Colette Homan (ex-officio)*

Members Absent: *Becky Franz (ex-officio), Cindy Lotz (ex-officio)*

Action: Approval of Meeting Agenda and Oct. 27 Minutes

Motion:

Seconded:

Vote: Approved

Public Comment

Immediate Business

- Team Excellence Awards Committee (Chair: Dr. Gwen Tarbox)
  - 2 AP and 2 CS seats
  - 1 AP and 1 CS are committee members, 1 AP and CS are "appointees"
  - Historically, the Awards Committee co-chairs serve on the Team Excellence Awards committee – suggestion from current co-chairs that they serve
  - Responsibilities: review applications for Team Excellence Award, often electronically; representation is from across the University; likely no more than 2-3 meetings based on historical patterns
  - AP: Amke De Boes, Megan McCann
  - CS: Derek O'Connell, Rebecca Brown
- Bylaw Amendment to Article III. Section 3. Subsection B.
  - Suggestion from Derek to clarify how many seats voters can vote upon: "Each eligible voter may vote for one eligible candidate per open AP reserved and CS reserved council seat." This clarifies that the votes are for AP and CS seats, with the open seats allocated to the highest vote-getters after AP and CS seats are filled.
  - Comments that this looks good and the clarification is appreciated.

    - Motion: Rachel
    - Second: Derek
    - Unanimously passed
- Bylaw Amendment to Article IX. Section 4.
    - No discussion
    - Motion: George
    - Second: Amy
    - Unanimously passed

Unfinished Business

- Academic Senate representation
    - Context:
        - Current Senate makeup: 30 tenured/tenure-track faculty, 1 non-tenure-track faculty member, 1 faculty associate, 21 students from SGA, ex-officio from University administration
        - Currently ~2100 staff, 685 tenured/tenure-track faculty, 692 non-tenure-track faculty
        - Important to know the current Senate chair's purpose of the Academic Senate with the faculty union, which addresses individual faculty roles, is in place; however, shared governance is still critical and Senate addresses many issues beyond those addressed by the union
        - Non-voting liaisons added to committees in recent years, but those liaisons have not historically been filled/utilized to their fullest potential; if we advocate for and get increased representation, we need to ensure that those seats are filled by staff who will consistently attend, take thorough notes, and vote with the interest of staff in mind
        - Comment to keep in mind that we have access to the entire staff population who may also be interested in serving
- Senate Letter 9.7.21
    - Clarification sought for the purpose of this conversation and who "owns" this proposal; the vision is that this will remain on unfinished business for the foreseeable future until we are ready to take action; bring any comments, ideas, etc. to any member of exec.

Co-Chairs' Report

- Vacant council seat: we have an open seat, so will be reaching out to the next highest vote-getter

Secretary's Report

- No Council news, but Rachel shared that she is pregnant 😊

Treasurer's Report

- Tentative budget planning meeting – November 30th

- Discuss allocation for budget line items

Representatives' Reports (first meeting of month)

Academic Senate

Senators (Stuart, Terry)

- Stuart: Senate meets tomorrow evening. I am unable to attend due to other obligations, but Amke is attending instead to take notes. Agenda is very light, only one info item on Policy 3.2.4 Salary Adjustments and one advisory item which is a report from the Textbook Affordability Committee.
- Terry: some faculty have been sharing concerns about the budget model

Planning and Finance Committee (Terry)

- Regular review of Sustainability Policy 1.14 continues.

Academic Affairs Committee (Rachel)

- Committee is continuing to review the Dean of Students' Office's suggested revisions to Student Code of Conduct
- Anticipating that the major sticking point will be the proposed removal of the University Appeals Board

Administrative Affairs and Budget Committee (Daniel)

- Committee reviewed 6.1.37 Naming of University Facilities and Units and made minor revisions and edits.
- ** Requesting a staff council rep on the Naming Committee
- Wednesday Meeting:
  - Review of one of the two policies:
    - 1.10 Security and Confidentiality of Data and Information:
    - 9.6 Student Access to Personal Computers:

University Policy Committee (Stuart, Amke)

- Stuart: UPC meets tomorrow as well. Focus will be on Policies 1.17 and 1.17A which are going to be combined into one policy covering a code of conduct and professionalism. Senator Tom Lucey who asked us to make major overhauls last Senate is joining the committee to discuss his suggestions and intent.

Campus Communication (Daniel, Alicia, Derek)

Notes: CCC letter to Board of Trustees, 23 Oct is upload

CCC Letter Topics:

- Exceptional storm disaster recovery
- Maintain clear and transparent communication about enrollment expectations
- State of the University address
- Future role of AI at ISU – requesting input from all members of ISU
- Recent crime data report from ISU police, slight increase in crimes
- Requesting continued 2-way communications

- **Note, Director of Adaptive Edge Institute, Dr. Roy Magnuson reached out to meet
    - Daniel would like to inquire if Staff Council can have a representative on the AEI Advisory Council
    - Rebecca shared that there is a Committee for the Responsible Use of Artificial Intelligence – what is the difference between this and the Adaptive Edge Institute?

Employee Advisory (Becky)

- The quarterly meeting for the Employee Advisory Committee was held at Eastern Illinois University on October 14th and 14th. The Council of Councils meeting was held on the 16th. I was not familiar with Friday's events, but it is a gathering of the Civil Service Councils from all the universities for one meeting each year. This meeting will be on October 22nd next year. I hope that representatives from ISU will be able to attend.
- The principles of merit and fitness for employees were discussed. This is the opportunity for an employee based on their knowledge and ability to perform a job.
- Open and continuous testing were discussed. The practice allows for faster time frames to fill vacant positions. The idea of moving back to competency testing rather than pedigree was brought up. The top three applicant scores for job postings would still move forward.
- Registers should be maintained for employees interested in future opportunities. There is concern for undue burden put on staff who must cover additional job responsibilities outside of their job description from extended vacancies.
- The use of extra help was also a topic. When is it considered abuse of the extra help position? Extra help positions are limited to 900 hours, but they do not get benefits. The extra help hired must leave the university for 30 days before that temporary employee can return. There is question on limiting this repeated return to a position and requiring the role to turn into a permanent staff position if the need exists. A discussion question was posed. If positions are eliminated and duties reassigned, how do we protect those remaining against overloading or burnout?
- Residency requirements are also being looked at for Illinois. This would mean that new employees from out of state would have limited time to relocated to Illinois. Employees who work remotely would still need to be an illinois resident and pay Illinois taxes.
- Two Merit Board members came to speak with us on Thursday. Questions from their discussion.
- Succession Planning: How does the University cover that need and how are we prepared for the exit of staff.
    - What is the average time to fill an open position?
    - What are ISU's posting requirements? Time duration?
    - How are postings that do not comply with requirements approved?
    - How do applicants not meeting minimum requirements get approved to move up for interviews?
    - If no applicant is deemed suitable, should the process be considered a failure and the job reposted? (This is rather than creating exceptions.)
- Fun facts:

    - There are between 50,000 and 55,000 civil service employees in Illinois.
    - There are 860 civil service classifications.
- My next to-dos:
    - Schedule a meeting with Colette to get information on ISU's practices and report back to EAC.
    - Schedule a time to connect with Trustee Robert Navarro for regular discussion.

University Foundation Board (Monica, Daniel)

- Did not receive an online invite to the meeting – Daniel
- Monica: Met on 23 Oct. President spoke about enrollment and other items.
- Daniel: I've been onboarded to the committee and will complete orientation with the next coming weeks. Next University Foundation Board meeting is 26 February. Dec 11 is a scheduled Meeting/Workshop.

Annuitants Association (Lawson, AP TBD)

- ISUAA Holiday Meeting 11/18/26 in Alumni 118 from 6:00-8:00PM $20
    - Open to current members and opportunity to solicit new membership
    - Summer event TBD
- SURS is 49% funded, ISUAA membership down 1/3 over last 10 years but still healthy

Team Excellence Award (Amke & Derek)

- Dr. Gwen Tarbox oversees the award this year; the officer that oversees it moves each year between several VP areas.
- Advertising for this award has gone out along with advertising for the other staff awards. Nomination deadlines have been aligned as well. The deadline for nominations is November 13th, so be sure to nominate a group that undertook an exciting or important project in the last fiscal year! See https://forms.illinoisstate.edu/forms/team_excellence_award_copy

Parking and Transportation (George, Stuart, Lawson, Monica)

- Meeting is November 6th

Police Chief Advisory (Amke, Lawson)

Police Chief Advisory Council Notes: presentation from Chief Woodruff. He is willing to present to any constituent groups; reach out to him if interested.

10/16/2026 Started 10:05, Dismissed

In Attendance: Mboka Mwilambwe, Cece Brookings, Dr. Byron Craig, Amke De Boes, Judi Kalilallah, Dr. Bo Park, Dr. Mike Rossler, Aaron Woodruff, Laura Fox

Sexual Assaults and Higher Education: An Illinois State University Perspective

Chief provides the training he is delivering to PCAC to YWCA's Stepping Stones and Student Counseling Services, both of whom are confidential advisors and not obligated to report sexual assault unless the individual wishes. Everyone else, including all faculty and staff, are mandated reporters.

Illinois has a number of mandates and laws that are an attempt to prevent those tragedies that occur in other states.

- Illinois's law specifically has law about consent and intoxication. Police must be able to show the accused reasonably knew the victim was under the influence of an intoxicating substance. An example was giving about a student who had a half hour long conversation with an officer, including a ride home, and later did not remember the entire incident.
- Another recent bill provides for medical care and allows victims to refuse billing insurance to protect their
- Another bill requires all first responders, not just police, to receive trauma informed training.
- Each hospital in Bloomington/Normal has a Sexual Assault Nurse Examiner (SANE). An Illinois law requires all emergency rooms to have at least one. The SANE Coordinators have a Sexual Assault Response Team (SART) that meets with law enforcement, states' attorneys, victim advocates to ensure a cohesive response to reported assaults.
- ISUPD specifically has a Memorandum of Understanding with Stepping Stones to work collaboratively on response and prevention.
- One ISUPD detective is also certified to teach other officers on Trauma Informed approach.

A question was asked about how sexual assault reports are coming in.

- Sometimes the individual discloses it to a mandated reporter. Sometimes they call 911. Sometimes they go straight to the hospital.
- This is complicated by an Illinois Law that states that a victim can refuse to talk to police. We may get reports where they disclose to a mandated reporter, but that reporter cannot be required to call police. Those reports instead can be made via the Public Incident Report.
- Student Health Services is more complicated – there is another Illinois statute (Criminal Identification Act) that mandates healthcare workers report a crime. That then becomes a Public Incident Report unless the individual wants to file a police report.
- Illinois has a law that a report of sexual assault must be taken by the department who gets contacted (i.e. ISUPD must take a report about an assault that occurred in Chicago). Locally we have an agreement to get an officer from the appropriate agency to come to the victim and get the report started with the agency in whose jurisdiction the assault occurred. Greek houses are all off campus (generally Normal) but the students are all ours. Both agencies work together to get the report taken.

All of these reports get counted and reported to both the State and Federal governments, each of which has different definitions and different lists of what must be in the counts. It looks like conflicting numbers, but it is an attempt to meet the compliance with laws.

The ISU Process

There are four processes that move in parallel: Criminal, Title IX, Student Conduct, and Civil.

When we get a report we have a flowchart to meet all of the Illinois statues and ensure the four processes move forward as required. A victim has control over which processes move forward. If they refuse a criminal or conduct case, the process may halt or be limited.

- If a report is made to a confidential reporter (Stepping Stones or SCS), they will encourage a police report.

- If a report comes in from a mandated reporter, hospital, or conduct case a notification goes to Title IX so they can reach out.
- If the report makes it to police and there is a continuing threat to the community (e.g. a random attack) we have an obligation to communicate under the Clery Act with the campus community with a Timely Warning.
- The Timely Warnings include prevention language as mandated by law that was drafted in partnership with Students Ending Rape Culture, Health Promotion and Wellness, and Women and Gender Studies.
- Each of the processes (Criminal, Title IX, Student Conduct, and Civil) has a different burden of proof. We have many victims who move through a process and don't find a sense of justice because the burden of proof cannot be met. Criminal has a higher burden of proof than a Title IX investigation.
- Title IX has its own rules and burden of proof standards. Those standards and processes have changed along with changes in federal administrations. Processes have to be written and in place to ensure an accused has due process as required by the Constitution.
- Title IX will not examine physical evidence (DNA, etc). ISUPD will share information collected by officers (interview tapes, physical evidence, photos) to aid the Title IX investigation. If there is enough evidence, that case is sent to Student Conduct or HR to move through the appropriate process.

The Trauma Informed process asks us to wait a couple of sleep cycles before fully investigating. That allows the victim's brain to retreat from trauma enough to get an accurate report as possible. Too much information pulled from a brain in crisis can lead to conflicting reports that impact our ability to prosecute.

Evidence collected may be physical (text messages, clothing, DNA), interviews, public safety video, etc. After reviewing all of the evidence the state's attorney needs to determine if there is enough to meet the burden of proof and file charges. There must be a recorded chain of custody from the moment it is collected to prevent it be tampered with.

The Burden of Proof pyramid from low to high:

- Reasonable Suspicion
- Probable Cause
- Preponderance
- Clear and Convincing
- Beyond a Reasonable Doubt

Once an arrest is made the State's Attorney is on a time clock to prosecute and respect the defendant's right to a speedy trial. We work in conjunction with the State's Attorney to balance public safety and a successful conviction.

Survivor's have a significant role in deciding to bring a case forward, to test evidence or not, to be interviewed or to cease participation. There is no statute of limitations in Illinois for reporting a sexual assault.

Officers have to ask about what the victim was wearing and whether they consumed any intoxicating substances. Officers need to provide context about these questions, but they help build a case over consent and aid in collecting evidence – both of which help the prosecution.

Once we filed a report the case goes to a grand jury who will then issue a warrant for arrest.

A question was asked if the report was made to Normal or Bloomington does Title IX have access to the evidence? Sometimes. It depends on the case and prosecution. Sometimes the other processes moving forward can interfere with the criminal prosecution.

We often need to ask what does justice look like? How can we help you get there? And set realistic expectations about what the process will look like.

What happens when they seek a civil protection order and both parties are students? The courts Civil No Contact order has more "teeth" than the Title IX No Contact order. Violation of a Civil No Contact order is an arrestable offense.

Liaison Reports (first meeting of month)

Human Resources (Cindy, Colette)

Employee Assistance Program (EAP) – Confidential help when you need support

Life's challenges can affect your well-being both at work and at home. This is one of the many reasons you hear employers, whether public or private, offering extended resources and support through an employee assistance type of solution. Here at Illinois State University, the Employee Assistance Program (EAP) offers free, confidential counseling and resources to support emotional health, financial stability, and overall well-being.

Professional support is additionally available to help you navigate personal or work-related concerns, and find the right resource for the situation you are facing. To further support employees where they are and through their chosen mode of communication, the program also offers many services through their mobile application.

For more complete information and details, start at our site presence with EAP summary information.

Learning updates

The training calendar continues to add opportunities for learning and development across campus. This November our calendar features opportunities sourced from all divisions on campus including:

- Career and mindset sessions like **Intro to Mindfulness part two on November 4**
- Workshops on common business tools like **Introduction to Qualtrics on November 10**, **UMC's Big Read on November 11**, and an **Overview of Microsoft Teams on November 12**
- Elective sessions for our Leadership Certificate Program (additional seats by request to Noah Simon) for **Fitness and Leadership on November 9** and **Motivational Interviewing on November 12**
- **LinkedIn Learning bite-sized calendar** micro-learning online about the **Fostering Positive Relationships** (summary on our calendar and login through **My.IllinoisState.edu**)

More descriptions and sessions can be found on our calendar through employee login.

Web Manager (Lawrence)

- Awaiting finalized committee description and roster list to create section on website

Internal Committee Time-Sensitive Action Items

- Reminder: Hot Cocoa event this Thursday 11/5, noon-1:30 P.M. in the Spotlight Room.
    - Amke will be there early to help affinity groups get set up.
    - Do we want a PowerPoint in the background? Dependent upon screen availability.
    - The mugs have arrived! Lawrence will bring them if folks can be there to help bring them in.
    - Do we have a Staff Council tablecloth? Amy will look in her office.

New Business

Announcements

- If there is a speaker or topic you think should be brought to Staff Council, reach out to a member of the exec board.

Adjournment

Motion: Amke De Boes

Seconded: Derek O'Connell

Time: 1:11 PM